

## **FAMILY AND CHILDREN'S TRUST FUND SMALL GRANT AWARDS POLICY STATEMENT**

Pursuant to VA. Code §11-41(F), the Family and Children's Trust Fund hereby adopts the following small purchase procedures to be used when the aggregate or the sum of all purchases of any contract or grant award is not expected to exceed \$15,000.

The following policies shall apply to grants awarded by FACT:

### **Informal Requests for Proposals (RFPs) for amounts not exceeding \$15,000**

1. FACT shall issue informal RFPs that will allow it to administer and disburse any funds available to it in order to provide support and development of services for the prevention and treatment of violence within families.
2. Public notice of all RFPs shall be provided by posting in an area that is readily accessible to the general public and normally used for posting of public notices and by directly soliciting, by mail or otherwise, those entities or individuals that provide services conforming to FACT's mission and purpose.
3. As proposals are received, each will be forwarded to at least two board members. Regional considerations in distribution to board members will be considered when possible.
4. If a board member who has been assigned proposals to review is unable to attend the full board review session, that board member is responsible for ensuring that the score sheets and comments that they prepared are presented at the review session.
5. Final review and award of grants shall be accomplished a properly noticed meeting of the board. This meeting may be a regularly scheduled or special meeting.

### **Ad Hoc Requests for Funds not exceeding \$2,000**

1. The Board will consider only requests with a statewide impact.
2. Requests will be presented and voted on at any properly noticed meeting of the full board.

Adopted November 21, 1997